

Bylaws

Alzheimer's and Related Disorders Resource Coordination Center Advisory Council

Article I. Name

The name of the body shall be the Alzheimer's and Related Disorders Resource Coordination Center Advisory Council, herein referred to as the Council.

Article II. Mission and Purpose

Section I:

Section 44-36-320 of the S.C. Code of Laws provides that the Council shall generally advise the center in the following matters:

1. Initiate the development of systems which coordinate the delivery of programs and services;
2. Facilitate the coordination and integration of research, program development, planning, and quality assurance;
3. Identify potential users of services and gaps in the service delivery system and expand methods and resources to enhance statewide services;
4. Serve as a resource for education, research, and training and provide information and referral services;
5. Provide technical assistance for the development of support groups and other local initiatives to serve individuals, families, and caregivers;
6. Recommend public policy concerning Alzheimer's Disease and related disorders to state policymakers;
7. Submit an annual report to the Chairman of the Medical Affairs Committee of the Senate and the Chairman of the Medical, Military, Public, and Municipal Affairs Committee of the House of Representatives in addition to publishing the report on the Governor's website;

8. Facilitate the coordination and integration of educational initiatives for health care providers on the importance and value of early detection and timely diagnosis of cognitive impairment, validated cognitive assessment tools, and increasing understanding and awareness of early warning signs of Alzheimer's disease and other types of dementia and how to reduce the risk of cognitive decline;
9. Convene the advisory council to update the statewide plan to address Alzheimer's disease and related dementias;
10. When updating the statewide plan, the advisory council must solicit input from the Department of Public Health, the Department of Health and Human Services, and the Department of Social Services to ensure the formulation of a comprehensive statewide plan that meets the needs of the State; and
11. Submit an annual report to the Governor and the General Assembly by September thirtieth concerning progress toward fulfilling the statewide plan.

Section II:

The Council shall be considered an advisory committee to assist in maintaining the University of South Carolina School of Public Health Alzheimer's Disease Registry.

Pursuant to Section 44-36-20, the Council shall specifically advise the Registry regarding:

1. Defining the population to be included in the registry including, but not limited to, establishing criteria for identifying patient subjects;
2. Developing procedures and forms for collecting, recording, analyzing and disseminating data;
3. Developing protocols and procedures to be disseminated to and used by health care providers in identifying subjects for the registry;
4. Developing procedures for approving research projects or participation in research projects.

Section III:

The Council has no authority to direct or require any implementing action from any member or entity. Any formal recommendations offered by committees of the Council shall be approved or disapproved by the Council.

Section IV:

Pursuant to Section 44-36-330, the Council shall maintain and update a statewide plan to address Alzheimer's disease and related dementias. The plan must be updated every five years.

Article III. Membership

Section I:

Members shall be appointed by the Governor, including, but not limited to, representatives of:

1. Alzheimer's Association, SC Chapter
2. American Association of Retired Persons
3. Clemson University
4. Coastal Carolina University
5. Consumer/Caregiver 1
6. Consumer/Caregiver 2
7. Department of Behavioral Health and Developmental Disabilities, Office of Intellectual and Developmental Disabilities
8. Department of Behavioral Health and Developmental Disabilities, Office of Mental Health
9. Department of Health and Human Services
10. Department of Public Health
11. Department of Social Services
12. LeadingAge, SC

13. Medical University of South Carolina
14. National Association of Social Workers, SC Chapter
15. SC Alzheimer's Disease Registry
16. SC Assisted Living Association
17. SC Association of Area Agencies on Aging
18. SC Association of Council on Aging Directors
19. SC Health Care Association
20. SC Home Care and Hospice Association
21. SC Hospital Association
22. SC Medical Association
23. SC Nurse's Association
24. SC Silver-Haired Legislature
25. South Carolina State University
26. University of South Carolina
27. Veterans Medical Health Care Association

Section II:

Each member shall be entitled to one vote. If a member attends a meeting where a vote is scheduled but must leave before the vote takes place, they may submit their vote in writing to the Chair, provided they were present for the majority of the meeting.

Section III:

No proxy voting shall be allowed for gubernatorial appointees serving as members of the Council.

Section IV:

Members appointed by the Governor shall serve without any form of compensation and are not entitled to mileage, per diem, or subsistence. State employees shall serve in the course of their regular duties and are not eligible for compensation from the Council.

Article IV. Officers

Section I:

The officers shall be Chair, Vice Chair, and Secretary.

Section II:

The term of office shall be two years.

Section III:

Election of new officers shall be held at the meeting immediately prior to the expiration of the current officers' term. Duties will be assumed at the meeting following the meeting in which elections were held.

Section IV:

The Chair will preside at all Council meetings; act as the official representative of the Council; appoint a parliamentarian and committees as necessary; be responsible for working with designated staff that provide support for the Council's activities; perform other duties as necessary.

Section V:

The Vice Chair shall perform duties of the Chair in his or her absence or disability and other assigned or delegated duties at the request of the Chair.

Section VI:

The Secretary shall assume the following duties: assist staff in maintaining a current list of members; assist staff in recording attendance at all official meetings; take notes during Council meetings for staff to use in the development of official minutes; sign approved and/or amended minutes of Council meetings; other duties as assigned by the Chair.

Section VII:

Service in any one office shall be limited to no more than two consecutive terms. After a break in service, a member may again be considered for an office.

Section VIII:

If the office of the Chair should become vacant, the Vice Chair shall assume the position of Chair. If the office of the Vice Chair or the Secretary becomes vacant, the remaining members shall vote at the next meeting on the vacancy to fill the unexpired term. Election to an unfulfilled term shall not be considered in determining the term of office of one two year term.

Article V. Meetings

Section I:

The Council shall meet at least quarterly, and meetings may be called by a petition of the Chair. Council members are expected to attend all meetings in person or by video conference call. A member unable to attend a meeting must notify the ARCC Dementia Coordinator or the Council Chair in advance, or in the event of an unforeseen emergency, as soon as practical.

Members may send a designee to any meeting for information and discussion purposes. Such a designee is not considered a voting member and may not take part in voting on a member's behalf.

Section II:

Quarterly meeting dates shall be established by consensus of the Council members. The Chair shall have the authority to cancel and reschedule regular meetings.

Section III:

Material relevant to agenda action items shall be sent via email ten business days in advance of the meeting date. Exceptions may be made when this is absolutely unavoidable.

Section IV:

A quorum is a simple majority of all voting members. Members shall sit in the area designated for members.

Section V:

A simple majority of the members shall represent the desire of the Council.

Section VI:

Staffing for the Council shall be the responsibility of the State Unit on Aging. Resource persons from member and non-member agencies may be requested to provide expertise at the pleasure of the Council and with the permission of the resource person's agency or organization.

The State Unit on Aging will appoint a Dementia Coordinator to oversee the Alzheimer's and Related Disorders Resource Coordination Center.

The Dementia Coordinator shall assist the Chair and Council on council-related activities, developing and distributing the agenda, notifying the public of Council meetings, recording Council meetings, and solicit nominations for membership in accordance with the Governor's Office procedures. The Dementia Coordinator shall ensure that the ARCC Annual Report and the annual report on the progress of the Statewide Plan is submitted to state legislature pursuant to Section 44-36-320 of the S.C. Code of Laws.

Article VI. Committees

Committees will be appointed by the Chair as needed.

Committees shall not be created by the Council unless there is specific need and there is personnel sufficient to carry out the functions of the Council or committees.

Committees must be chaired by voting members, who are gubernatorial appointees of the Council. Membership of committees may extend beyond Council members to include non-voting resource persons to assist the Council in its work, volunteers, and individuals interested in dementia.

Committees will meet at least twice annually, and special meetings may be called at the discretion of the Chair or upon the request of a majority of the members. Committees must keep minutes of meetings and report back to the full body.

Article VII. Amendments

Bylaws may be amended by a two-thirds majority of the voting membership of the Council in attendance, provided the proposed changes are not in conflict with South Carolina Statutes.

Council members or ARCC staff may propose changes to these bylaws. All proposed changes from Council members, along with rationale for changes, should be submitted in writing to the ARCC Dementia Coordinator at least thirty days before the next Council meeting. The ARCC Dementia Coordinator will ensure an item for bylaws discussion is included on the agenda. Proposed changes to the bylaws must be distributed to the members before the meeting for their consideration.

The Bylaws will become effective as of the date they are adopted or amended by the Council. The ARCC Dementia Coordinator will make a note of the date of the adoption or amendment of the Bylaws in its minutes.

Article VIII. Parliamentary Authority

Robert's Rules of Order shall constitute the ruling authority in all cases in which they are not inconsistent with the Bylaws or any other statute of this State.

Adopted December 5, 1995

Revised May 8, 1998

Revised December 7, 1999

Revised December 21, 2005

Revised April 5, 2006

Revised January 2, 2007

Revised June 17, 2025